

NOTES

Workplan Meeting | Enrichment Initiative to to Increase Literacy at the Primary School Level Activity Implementation Cooperative Agreement No. AID-532-A-13-00003

DATE: March 19, 2015

PRESENT: AOR Claire Spence (CS), A-AOR Bridget Fong-Yee (BFY), PM Dane Richardson (DR), Training Officer Evadne Cowell (EC), M&E Officer Jo Anderson-Figueroa (JAF), MoE Enrichment Specialist Shauner Murray (SM)

DISCUSSION - ISSUES	RESPONSIBLE	DATE
<p>1) Work plan</p> <p>The work plan to the end of the project, tentatively including additional parenting activities, was discussed. The resulting draft document will be shared with all parties. It was noted that the Project Team would employ a basic five point protocol to measure outcomes of activities related to teacher training to date in the programme. This protocol will be finalized between the MoE and DF and will assess whether teachers are incorporating learnings from training into their classroom delivery.</p>		
<p>2) Tips on the Enrichment Programme Poster</p> <p>CS suggested that a laminated poster with 7 – 10 tips on the Enrichment Programme be created and disseminated to all project schools. These will be placed inside the Enrichment Centre or classroom, and will help any newcomer (to the room / programme) to orient themselves immediately with the key tenants on how to use the programme to enrich the learning experience for students.</p>		
<p>3) Online Platform</p> <p>CS noted that she would like this resource to be accessible island wide to all schools with primary school department (approximately over 800 schools). She suggests that a simple and inexpensive way, such as a media launch, be used to inform and engage schools once the online platform is live. She also noted it should be highlighted at the end of the project. The DF team confirmed that it was always intended for the platform to be opened resource, with the exception of some chats and forum.</p>		

4) Teacher Training and Certification

SM raised a query around some sort of certification for teachers trained under the Enrichment Programme. This will have to be done through the JTC. It was suggested that this be included in the sustainability plan and dealt with at the advisory committee level.

It was also suggested that for the sustainability of the programme, a training of the trainers model be considered. That is, outstanding Enrichment Programme teachers would receive further training and then be used to provide additional support to colleagues in close proximity. It was recommended that project managers inform regional officers of strong teachers as soon as they become evident.

5) Advisory Committee Meeting

It was noted that the DCS of operations should be invited to the advisory committee meetings, and should receive a copy of the sustainability plan. The sustainability plan should also be included in the official handover of the programme at the end of the project.

6) Summer School

The intended support for summer school interventions was discussed at length. Various ideas were shared including the following:

- The CREOs should be engaged
- The intervention should be channeled through the project office of the MoE
- Wording on output and activities should be amended to more explicitly show the support of parenting in the proposed summer school activities

7) Objective of Gender

CS noted that the considerations given to gender in the programme are not being reported on explicitly enough. The team made amendments to the wording of the draft workplan in order to better report on gender related activities in the upcoming year. It was also shared that various gender related activities will be highlighted in the annual report.